

CADDO PARISH COMMUNICATIONS DISTRICT NUMBER ONE
Board of Commissioners

6:00 p.m. Tuesday
November 21, 2023

ECC Training Room
1144 Texas Avenue

Board Members Present: Mike Irvin, John Robinson, Clarence Babineaux, Fred McClanahan and Jackie Lewis

Board Members Absent: Van Anderson and Rev. Roy Thomas

Others Present: Tommy Mazzone, Jan Horne, Beth Ann Carter, Morris Laichena, Arthur Meacham, Huck Adkins, Wes Edge and Richard Stewart (9-1-1 Staff), Zelda Tucker (Legal Counsel), and Martha Bryant (Caddo Sheriff Director)

Mr. Irvin called the meeting to order, and asked Ms. Horne to please make note of those in attendance.

Mr. Irvin asked for a motion to approve the Tuesday, October 17, 2023 meeting minutes. Mr. Lewis moved to approve the meeting minutes, and the motion was seconded by Mr. Babineaux. The Board unanimously voted to approve the minutes.

Mr. Irvin asked Mr. Mazzone for an update on the financial reports for the month of October. Mr. Mazzone responded that the District had revenues of \$489,914.87. Expenditures totaled \$1,409,786.10. Expenditures exceeded revenue by \$919,853.23. Reasons for such high expenditures for the month are the District's annual debt service payment of \$849,943.75, and two payments for 2022 and 2023 towards the P25 digital radio system annual service agreement. These payments totaled \$143,374.00 and \$144,636.00 respectively. As of October 31, 2023, the District had \$5,628,158.73 Cash-in-Bank, and Fixed Assets remained at \$32,870,335.65.

Mr. Irvin asked for an update on the Administrative Phone System Upgrade Project. Mr. Mazzone stated that the District has received the equipment and our IT/Phone Support team is working with Avaya to ensure all of the required information is available to program the phones in preparation for testing and cutover. He stated the District plans to go live with this new system in January 2024.

Mr. Irvin asked for an update on the P25 Refresh Schedule. Mr. Mazzone stated that Motorola has been on site this month installing new routers to integrate with their support systems. This upgrade is a world-wide capital investment made by Motorola at no cost to the District. These new routers, located at our primary, back-up and remote sites are necessary to communicate using Ethernet, and will greatly enhance Motorola's capability to diagnose and solve issues with our digital radio system. The equipment is installed and prepared for a cut-over currently

scheduled for Wednesday, December 13, 2023. Our Radio Systems Manager has developed a cutover plan, and has coordinated with the state for interoperability radio channels to be used temporarily by our local public safety agencies as Motorola swaps from the old to the new routers.

Mr. Irvin asked for an update on the Facility Refresh Project. Mr. Mazzone stated the District's architectural firm sent the bid notice for review, and we have developed the following schedule: Advertisement using an online bid platform, and advertisement in our official journal. The District will host a pre-bid meeting on January 9, 2024, to answer any questions and provide a walk-through of the facility. Bids will be due no later than Tuesday, January 23, 2024 at 2:00 p.m.

Mr. Irvin asked for an update on the Proposed Amendments to the 2023 Operating and Capital Outlay Budget. Mr. Mazzone discussed recommended changes to the 2023 budget, and reminded the board that the Budget/Investment Subcommittee met on Tuesday, November 7, 2023 to review these proposed amendments. The Subcommittee is prepared to make formal recommendations to the Board for consideration for adoption at the December 5, 2023 Board Meeting.

Mr. Irvin asked for an update on the Proposed 2024 Operating and Capital Outlay Budget. Mr. Mazzone provided a detailed presentation of the proposed budget and reminded the board that the Budget/Investment Subcommittee met on Tuesday, November 7, 2023 to review this proposed budget. The Subcommittee is prepared to make formal recommendations to the Board for the consideration of adoption at the December 5, 2023 Board Meeting. A motion was made Mr. Babineaux and seconded by Mr. Lewis. The motion was unanimously accepted.

Mr. Mazzone asked the Board to consider adopting Resolution No. 7 of 2023, approving and authorizing the Executive Director to execute a Cooperative Endeavor Agreement on behalf of the Caddo Parish Communications District Number One and the Bossier Parish Communications District Number One for the reimbursement of 9-1-1 surcharge fees collected for residents in the ESN-030 area. During a meeting on October 18, 2022, the Board authorized the District to coordinate with the Director of Bossier Parish Communications District to update the existing agreement (dated January 5, 1995) which expired in 2005. The two Districts updated the format, and ensured there is no expiration date. It will be reviewed regularly. A motion was made to approve this by Mr. Babineaux and seconded by Fred McClanahan.

Mr. Irvin asked if there was any old business. Mr. Mazzone stated there was a need to review the subcommittee rosters to ensure the information is up to date. Any changes will be effective January 1, 2024.

Mr. Irvin asked if there was any new business. Mr. Mazzone reminded the Board of the upcoming annual training sessions on the Prevention of Sexual Harassment and Code of Governmental Ethics.

With no further business to be brought before the Board, Mr. Irvin asked for a motion to adjourn the meeting. Mr. Lewis made the motion and it was seconded by Mr. Robinson. The motion was accepted unanimously.